



# Job Description Form

## 013306 Data Warehouse Developer

### Business Intelligence and Reporting Branch

#### POSITION DETAILS

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Classification Level: 5  
Award/Agreement: PSA 1992 / PSGOGA 2014  
Position Status: Permanent  
Organisation Unit: Corporate Services Division, Knowledge, Information & Technology Directorate  
Physical Location: Perth CBD

#### REPORTING RELATIONSHIPS

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Responsible to: 013295 Senior Data Warehouse Developer, Level 6

**THIS POSITION:** 013306 Data Warehouse Developer, Level 5

#### OVERVIEW OF THE POSITION

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The Knowledge, Information and Technology (KIT) directorate is accountable for a broad remit of information management encompassing Information, Communication and Technology systems, and services all aspects of business intelligence, information management and, legislative compliance. In order to successfully deliver its accountabilities, the directorate is segregated into four branches: Legal and Legislative Services, Business Intelligence and Reporting, Business Solutions and Governance and Technology Systems. Cross functional integration and customer focus are essential for the directorate to continuously improve its services, proactively identify and meet stakeholder requirements.

The Business, Intelligence and Reporting Branch is responsible for building and maintaining the data warehouse, enabling data extraction for evaluating, analysing and reporting aggregated data within a standard framework to enable informed and evidence based decisions to be made. The Branch is responsible for coordinating Departmental research, the Annual Report as well as the statistical reporting of aggregate operational data both internally and externally, including at a national level.

The Data Warehouse Developer works with the Microsoft BI and Data Platform stack to build and continuously improve the business intelligence capabilities of the branch. The incumbent stores and extracts statistical information used to produce reports related to the business information in order to meet organisational reporting requirements and business intelligence activities. The role ensures data and information integrity and undertakes moderately complex analyses in projects which create the statistical and corporate reporting data of the Department.

The role actively contributes to discussion around emerging issues and trends, and acts as a positive change agent, in driving continuous improvement in a multi-disciplinary environment of reform.

## JOB DESCRIPTION

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As part of the Business Intelligence and Reporting team, the successful applicant will be expected to:

- Maintain focus on the Department's goals concerning safety, security and rehabilitation;
- Work to improve communication and model integrity and respect in all interactions;
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity;
- Operate within chain of command facilities to coordinate activities required to meet the Department's strategic objectives;
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate;
- Facilitate cultural and management reforms within the Department through leadership and engagement; and
- Represent the Department's interest on committees and working groups as required.

## ROLE SPECIFIC RESPONSIBILITIES

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- Contributes to discussion with Departmental staff in relation to data warehousing solutions, including the extraction, transformation and loading process of data into the warehouse. As directed, the Data Warehouse Developer may be required to consult with Departmental branches in accordance with established security guidelines.
- Develops, reviews and implements new data extractions from systems to meet business intelligence and corporate planning needs.
- Works in collaboration with the Senior Data Warehouse Developer, across the Department to identify needs for regular and ongoing reporting requirements, and designing appropriate internal storage structures to enable effective and efficient information gathering to inform business intelligence decisions. Responds proactively and positively to requests for ad-hoc information or reports.
- Assists in the provision of a consultancy and advisory service to Departmental staff on data warehousing matters including identification and analyses requirements, and to facilitate the use of information from the data warehouse.
- As required, prepares reports, memos, briefing notes and other documents incorporating Departmental statistics to inform the strategic decision making process within the Division and the agency. Represents the Business Intelligence and Reporting Branch on internal or external committees, working parties and workshops as required.
- Supports the operations of the Business Intelligence and Reporting Branch by actively contributing to discussion around emerging issues and trends, and acts as a positive change agent, promoting continuous improvement in a multi-disciplinary environment of reform.

## **JOB RELATED REQUIREMENTS**

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In the context of this position, the ability to demonstrate the following skills, knowledge and experience.

### **Shapes and Manages Strategy**

The ability to; understand the Department's objectives and links to the whole-of-government agenda, understand the strategic direction and objectives of the business unit and the factors that may impact on work plans and operational goals, draw on information from a range of sources and use judgement to analyse findings, work within agreed guidelines to make decisions and to incorporate outcomes into work plans are important for this role.

### **Achieve Results**

The ability to; assess project and program performance, identify areas of improvement and suggest changes to ensure positive outcomes, demonstrate flexibility and cope with day-to-day changes in priorities, support projects to completion and a focus on quality in all areas of work are fundamental to this role.

### **Builds Productive Relationships**

The capacity to; network effectively in order to build and sustain relationships with key stakeholders, team members and other staff in the agency, consult and share information with the team and seek input from others where necessary, encourage contribution and engagement, recognise different views and to ensure that stakeholders are kept informed as appropriate are requirements for this role.

### **Exemplifies Personal Integrity and Self-Awareness**

A commitment to; adhere to the Code of Conduct in all interactions, maintain a high level of personal commitment to integrity, professionalism, probity and personal development, take responsibility for completion of works within timeframes and takes the initiative to progress work when required. Able to justify own position when challenged. Acknowledge mistakes and learn from them, and seek guidance and advice when required. Engage with risk by providing impartial and clear advice, seeking guidance when required, identifying and/or reporting potential risk issues to supervisor.

### **Communicates and Influences Effectively**

A demonstrated ability to; present messages confidently and persuasively and to actively listen, understand and adapt communication styles to suit a range of audiences, listen to differing views and opinions and develop persuasive counter arguments are requirements for this role.

### **Role Specific Criteria**

- Experience in using the Microsoft BI and Data Platform (2008+) to source, extract and publish performance data in accordance with established operating and reporting frameworks.  
Performance data may include strategic and corporate planning; business performance; financial and people performance; and those related to offender management.
- Knowledge of contemporary data warehouse principles and practices.

## **SPECIAL REQUIREMENTS/EQUIPMENT**

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Nil

## **CERTIFICATION**

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The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

COMMISSIONER

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR CERTIFICATION DATE: \_\_\_\_\_